



## 4.3 Fee Payment Policy

### Policy statement

The Pre-school is registered to receive the 3 year old funding from Norfolk County Council. Children become eligible for this funding in the term following their 3<sup>rd</sup> birthday. This funding entitles all children to 15 universal funded hours and all eligible children to 30 hours of extended funding per week at the Pre-school. The Pre-school is also registered to receive the 2 year old funding from Norfolk County Council following an application by a parent/carer. This funding is dependant upon individual family's circumstances and the amount of hours entitlement is variable.

All Buttercups children are encouraged to take their full 15 universal funded hours per week at the setting and this can be accommodated within the weekly session. Eligible parents can also take extended funding up to the 30 hours per week that Buttercups operates. These places will be awarded on a first come first served basis subject to availability and ratios.

Session Time	Session Title	Charging Structure
08:30 - 09:00	Early Start	Funded hours
09:00 - 12:00	Morning	Funded hours
12:00 - 12:30	Lunch	Funded hours
12:30 - 15:30	Afternoon (Friday only)	Funded hours
12:30 - 16:00	Afternoon (Monday and Tuesday only)	Funded hours

Parents can determine the hours children attend but are restricted to the session times set out above. Any hours attended over and above the 15 universal per week will be charged at £5.50 per hour. The half an hour lunch session can be added to either the morning or afternoon session to form part of the funded hours.

If parents wish to use more than one provider then universal and extended funded hours can be split according to their preference so that they receive their full 15/30 funded hours and can also take advantage of additional hours at £5.50 per hour.

Government funding is intended to cover the cost to deliver 15 or 30 hours a week of free, high quality, flexible childcare only. It is not intended to cover the cost of meals, consumables, additional hours or additional services.

#### Additional charges:

- Will only be made for hours exceeding the funded hours per week (£5.50 per hour)
- There will be a charge of £0.50 per morning session for the provision of a daily snack
- There will be no top up fees to augment the rate received from the Local Authority
- There will no charges for consumables
- There will be no charges for public holidays or days when the Pre-school is shut e.g. when the hall is used as a voting station
- Charges for additional services such as trips will be agreed in advance with families.

- Deposits and registration fees will not be charged

The free entitlements will be delivered consistently so that all children accessing any of the free entitlements will receive the same quality and access to provision, regardless of whether they opt to pay for optional hours.

## **Fee Rate**

The fee rate will be reviewed by the committee in May each year and parents will be notified of any increase straight away. The new rate will come into effect from the September.

## **Fee Payment Procedures**

All fees are payable monthly in advance and invoices will be given out in the first week of each month. Weekly payments are accepted on issue of a weekly payment book which can be requested from the pre-school treasurer.

A nil balance must show on account at the end of each month. If this is not the case and a payment plan is not in place your account will be classed as overdue.

Payment can be by cash, cheque, childcare vouchers, or bank transfer. Payments are to be handed to the pre-school treasurer or committee chairperson.

Weekly payment books will be completed and signed on receipt of payment and will act as receipt of payment.

## **Absence**

Fees continue to be payable if your child is absent for any reason including illness or holidays taken in term-time.

## **Non-Payment of Fees**

If you are finding it difficult to pay your fees for whatever reason, it is important that you talk to a member of staff as soon as you can. It may be possible to arrange a fee payment plan or a reduction in the number of sessions your child attends.

If you have used the services provided by the Pre-school without payment by the due date, or your payment has been dishonoured, the Pre-school will follow the following staged procedure:

1. An 'overdue account' notification will be issued asking for payment in full within 5 working days. If the arrears are paid or a payment plan agreed within this period, no further action will be taken.
2. If fees remain unpaid and a payment plan has not been agreed, a 'second warning' letter will be issued asking for immediate payment of the arrears together with a £5 administration fee within 5 working days. If the arrears are paid or a payment plan agreed within this period, no further action will be taken and your child can continue to attend the Pre-school.

3. If fees remain unpaid and a payment plan has not been agreed, a 'final warning letter' will be issued with the addition of a further £5 administration fee. This letter will ask for full payment within 5 working days otherwise your child's place may be suspended. If the arrears are paid or a payment plan agreed within this period, no further action will be taken and your child can continue to attend the Pre-school.
4. If fees remain unpaid and a payment plan has not been agreed, a letter will be sent informing you that your child's place at the Pre-school has been suspended for one week. Fees will continue to accrue during the period of suspension. If the arrears are paid or a payment plan agreed within this period, no further action will be taken and your child can return to the Pre-school.
5. If fees remain unpaid and a payment plan has not been agreed, a letter will be sent informing you that your child's place at the Pre-school has been withdrawn.
6. If following the withdrawal of a place the outstanding fees are not paid within 5 working days then court proceedings will be commenced.

<b>Invoice</b>	<b>Overdue Account Letter</b>	<b>Second Warning Letter</b>	<b>Final Warning Letter</b>	<b>Notification of Suspension Letter</b>	<b>Withdrawal of Place</b>
To be paid by the end of each month	If invoice not paid by due date	If no response within 5 working days of date of overdue account letter	If no response within 5 working days of date of second warning letter	If no response within 5 working days of date of final warning letter	If no payment within 5 working days court proceedings will commence

## Notice

The number of sessions that your child attends will be agreed half termly. Alteration to these agreed sessions outside of this timescale will be made in exceptional circumstances only.

We require 4 weeks notice in writing or 4 weeks fees in lieu of notice, if you intend to permanently withdraw your child from the Pre-school.

This policy was adopted at a meeting of  
 Held on  
 Date to be reviewed  
 Signed on behalf of the Management

Buttercups Pre-school  
10<sup>th</sup> June 2020  
July 2021

Committee  
 Name of signatory  
 Role of signatory (e.g. Chair)

Joanne Reed  
Chairperson

Staff/Committee Member	Date read	Signature
Sue Fuller		
Kim Harrod		
Zoe Hornigold		
Charlotte Chilvers		